



MOTIONS:

- To approve the November 5, 2009 Board meeting minutes - *Approved*
- To select John D. Conley as the permanent Executive Director of the Statewide Internet Portal Authority at the next scheduled Board meeting - *Approved*

MEETING MINUTES:

I. **Call to Order:** 1:41pm – Chair Cadman

A. **Roll Call**

Present: Jack Arrowsmith, Senator Bill Cadman, Kent Glassman, Bill Hobbs, Roxy Huber, Mike Locatis, Senator Ron May, Representative Carole Murray, Annette Quintana

Excused: Evan Dreyer, Don Mares, Gerald Marroney, Rico Munn

Quorum established - Nine voting members present

II. **Meeting Business** – Chair Cadman

MOTION: To approve the November 5, 2009 Board meeting minutes

1st: Jack Arrowsmith

2nd: Roxy Huber

Approved unanimously

III. **Committee Reports**

A. **Business Committee** – Kent Glassman, Committee Chair

The Business Committee met on November 20, 2009 to discuss the SIPA Business Plan. The Executive Director will submit a draft business plan to the Committee by year end. Colorado Interactive is contractually obligated to submit a business plan, which will be separate this year.

B. **Contracts Committee** – Mike Locatis, Committee Member

The Contracts Committee will meet in December to discuss contractual matters.

C. **Personnel Committee** – Senator Cadman, Committee Chair

The Personnel Committee met on December 3, 2009 to discuss the Executive Director position.

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1st: Jack Arrowsmith

2nd: Senator Bill Cadman

Approved unanimously

D. **Finance Committee** – Bill Hobbs, Committee Chair

The Finance Committee did not meet in December. The Committee reviewed financials and a memo from the Executive Director. The Committee plans to meet in January to discuss mid-year budget adjustments.

IV. **New Business**

A. **Executive Director Update** – John Conley, Executive Director

Financials

The Executive Director presented the profit and loss statement for the month of October. The report now shows additional line items for “EGE Engagements” and “Other Revenue”. This represents engagements with state agencies where all funds are fully reimbursable. There will be a slight increase in employee wages and benefits, as a mistake was found at CHFA where benefits were not calculated correctly. That increase should be approximately \$1,200 per month.

The board discussed testing procedures and outcomes. The Executive Director ensured that SIPA is getting value back in terms of deliverables and that written reports of all testing results are given to SIPA and CI simultaneously. The Executive Director will continue to use his best judgment of when SIPA should perform testing.

EGE Engagements

SIPA met with the town of Bennett in November. They are interested in the Content Management System and the Transaction Payment Engine to offer utility payments.

CAVU Agreement

All appropriate parties continue to review the CAVU agreement for minor adjustments. The Executive Director will inform the Board when this contract is ready for signatures.

B. Colorado Interactive General Manager’s Report – Dan Morrison, General Manager

Hardware Failure Incident

Colorado Interactive experienced a performance incident over the Thanksgiving Day weekend. The CI General Manager and SIPA Executive Director stayed in close communication during the incident. On Sunday Morning the NIC corporate data center experienced hardware failure which affected multiple states. This hardware outage, only effected applications that were conducting transactions and all web content was up. There was a temporary loss of data, but all data has been restored. All counties and agencies using the transaction payment engine were notified. CI does not have full data on what all was effected by the incident and will report this information at the next Board meeting.

November Accomplishments

Colorado Interactive and the Department of Personnel and Administration launched the Central Collection Services application which allows for citizens that owe money to the state to make payments online. Ten counties launched the PayPort application in their DMV offices. The MyUI application with the Department of Labor and Employment successfully launched a soft roll out. There are currently 3,000 users and the application continues to receive tremendous positive feedback. The department chose to do a soft launch to a focus group before releasing to the general public. There are many applications that are scheduled to launch in December.

Financials

The General Manager presented the CI financials which remain consistent and strong. A detail break down will be provided at the next meeting.

V. Other Business

None

VI. Adjournment – 4:00pm